

CHAPTER 4

VEHICLE DISTRIBUTION GUIDELINES

A. INTRODUCTION

This chapter provides a mechanism to ensure efficient and effective distribution of the Department's limited vehicular resources. The Transportation Division, Bureau of Staff Services, will be the specific entity responsible for ensuring equity during distribution.

B. RESPONSIBILITIES

1. Deputy Commissioner of Staff:
 - a. Serve as the Department's overall custodian of vehicles.
 - b. Determine the distribution of vehicular resources to all entities based on recommendations provided by the Director, Bureau of Staff Services.
2. Director, Bureau of Staff Services: Ensure the equitable distribution of the Department's vehicular resources.
3. Director, Transportation Division:
 - a. Use the Vehicle Distribution Guidelines to assist in determining an equitable distribution of type and number of vehicles to Troops and Bureaus/Offices.
 - b. Review annually the Vehicle Distribution Guidelines and recommend changes in concert with changing Department needs.
4. Area/Troop Commanders: Reallocate vehicles within their command, following the distribution of vehicles utilizing the Vehicle Distribution Guidelines.

NOTE: Movement of vehicles between Troops of an Area will require prior approval of the Deputy Commissioner of Staff and notification to the Director, Transportation Division.

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5. Bureau/Office Directors:

- a. Reallocate vehicles within their command, following the distribution of vehicles authorized by this regulation.
- b. Provide and maintain on file a written justification to the Deputy Commissioner of Staff for each vehicle not specifically authorized by this regulation.

C. DEFINITIONS

1. Vehicle Inventory System Coding: The following coding shall be utilized by Automotive Officers to account for assignment of each vehicle within their chain of command (Commanders shall ensure the assignment of each vehicle is updated monthly):

<u>Code</u>	<u>Description</u>
B	Motorcycle – Marked Patrol motorcycles. These are not counted in the "marked" allocation of vehicles.
C	Criminal Investigation Sedan – Unmarked sedans with radios allocated to criminal investigation functions and not used for undercover assignments. These will typically include normal police package sedans used by criminal or special-duty investigators.
E	Marked Motor Carrier – Marked vans/trucks allocated to civilian motor carrier enforcement function.
L	Leased – Unmarked vehicles typically assigned to the Gaming Enforcement Office and the Bureau of Liquor Control Enforcement. All leased vehicles shall be designated with the letter "L." This designator can only be allocated by the Transportation Division.
M	Marked Patrol Unit – Marked sedans, marked two- and four-wheel-drive vehicles, or marked station wagons. The marked two-and four-wheel-drive vehicles and station wagons will

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be considered as part of the "marked" allocation of vehicles.

- O Administrative/Command/Special-Duty Sedan - Unmarked sedans allocated to administrative, command, staff services, or special-duty functions. These do not include the pool or utility vehicles under this designator.
- P Pool Vehicle – Unmarked non-utility vehicles with or without radios formerly identified as a non-radio vehicle. Including sedans or other vehicles normally used for court, meetings, or other official needs related directly to the Troop or Bureau/Office mission. This designator can only be allocated by the Transportation Division.
- R Forensic Services Unit Vehicle – These typically include marked vans.
- S Specialty Fleet Vehicle - Specialty-type vehicles that are not allocated to an individual and are not considered a pool or general utility-type vehicle; i.e., Bureau of Criminal Investigation (BCI) high-profile vehicles, clandestine laboratory trucks, surveillance vans, Special Emergency Response Team (SERT) Command Post, Hazardous Device and Explosives Section vehicles, Mobile Command Post. This designator can only be allocated by the Transportation Division.
- T Towed Trailer – These typically include DUI trailers and cargo trailers.
- U Unmarked Patrol Unit – Unmarked sedans with radios allocated to patrol functions. These typically include normal police package sedans used by the Patrol Unit.
- V Vice/Undercover Vehicle – Unmarked undercover vehicles used for covert operations.
- X Utility, Van, or Truck – Unmarked commercial vehicles used for non-law enforcement type activities; i.e., supply, plowing.

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NOTE: SERT vehicles are coded to the function where the member is assigned. If assigned to a Patrol Unit, then the designator is "U"; if assigned to the Criminal Investigation Unit, the designator is "C," etc.

2. Command:
 - a. Command functions include all Commissioned Officers, Bureau/Office Directors, Division Directors, and all Station or Liquor Enforcement District Office Commanders, regardless of rank.
 - b. Department command personnel are expected to maintain constant availability. Therefore, they shall be allocated a Department vehicle.

D. TROOP RECOMMENDED VEHICLE DISTRIBUTION GUIDELINES

1. Command: Command personnel as defined in this regulation shall be allocated a vehicle.
2. Criminal Investigation Section:
 - a. Criminal Investigation Unit: Unmarked sedans are allocated for every 1.5 members assigned to the Criminal Investigation Unit. Including Criminal Investigation Unit Supervisors and Criminal Investigation Unit members. Additionally, it will include Criminal Investigation Section Supervisors where assigned.
 - b. Polygraph Unit: One unmarked sedan allocated to Unit.
 - c. Forensic Services Unit: One vehicle allocated to Unit.
 - d. Fire Marshal Unit: One unmarked sedan allocated per full-time member.
 - e. Criminal Investigative Assessment Unit: One unmarked sedan allocated per full-time member.
 - f. Intelligence Unit: One undercover vehicle allocated per full-time member. (Vehicle serves as backup to Criminal Investigation Section and Vice/Narcotic Unit when not in use.)
 - g. Vice/Narcotic Unit: One undercover vehicle allocated per full-time member.
 - h. FBI Fugitive Task Force (Troop K only): One vehicle will be allocated to this Task Force.

- i. Bureau Criminal/Special Investigators: Investigators who are detached or directly work for a specific Bureau such as Auto Theft Unit or Computer Crime Unit members are not counted in the Troop distributions, vehicles are allocated through respective Bureaus.
3. Patrol Section:
 - a. Patrol Unit: One vehicle allotted to each 2.5 members assigned to the Patrol Unit. The complement used to determine this number will include Supervisors and members. Additionally, it will also include Patrol Section Supervisors, Warrant Unit member(s), and Patrol Section Special Projects members where assigned.
 - b. Vehicle Fraud Investigation Unit: Units with one to three members shall have one vehicle allocated; Units with four or more members shall have one vehicle allocated for every two members.
 - c. Collision Analysis and Reconstruction Specialist: Allocated one vehicle per full-time member.
 - d. Commercial Vehicle Enforcement Unit: Allocated one vehicle per Unit. Other specialty Motor Carrier Safety Assistance Program vehicles are allocated to these Units through the Commercial Vehicle Safety Section, Bureau of Patrol, in accordance with staffing requirements and do not count in the calculations associated with the Vehicle Distribution Guidelines.
 - e. School Resource Officer (SRO) Program: One marked vehicle allocated per school district in which a member is consistently performing the SRO function 20 or more hours a week.
 - f. Additional patrol vehicle: The Director, Transportation Division shall endeavor to allocate to each Patrol Unit one additional marked or unmarked vehicle to provide flexibility to the Troop Commander in meeting unusual circumstances that cannot be addressed by the Vehicle Distribution Guidelines.
 - g. Recommended distribution of patrol vehicles: The recommended distribution of vehicles is 80 percent marked and 20 percent unmarked. Troop Commanders shall coordinate with the Director, Transportation Division to accommodate distribution deviating from this recommendation.
 4. Staff Services Section (Troop Headquarters): A total of four vehicles shall be allotted to each Troop Staff Services Section. The recommended

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breakdown is one utility vehicle such as a van or pickup and three unmarked sedans with or without radios.

5. Pool Vehicles for General Operations:
 - a. An unmarked radio or non-radio sedan will be allocated for every 20 enlisted members, excluding members who already have permanently allocated vehicles.
 - b. Pool vehicles shall not be assigned to any one individual. They are to be used for court, training, laboratory drops, supply runs, etc. As a general rule, pool vehicles are not to be taken home by personnel, unless a specific business purpose dictates the need and it is approved by the Area or Troop Commander.
6. SERT Negotiation Unit Members: SERT Negotiation Unit members will be allocated Troop vehicles **from their assigned Troop when on "primary" status.**

E. BUREAU/OFFICE RECOMMENDED VEHICLE DISTRIBUTION GUIDELINES

1. Command: Command personnel as defined in this regulation shall be allocated a vehicle.
2. Undercover/Operational Specialized Positions:
 - a. One undercover vehicle allocated per full-time member or employee.
 - b. Written justification from the Bureau/Office Director to the Deputy Commissioner of Staff must be submitted, approved, and maintained for each undercover/operational specialized position within the Bureau/Office requiring full-time assignment of a vehicle.
3. Nonoperational/Administrative Specialized Positions: Written justification from the Bureau/Office Director to the Deputy Commissioner of Staff must be submitted, approved, and maintained for each nonoperational/administrative specialized position within the Bureau/Office requiring full-time assignment of a vehicle.
4. Pool Vehicles:
 - a. A request for a permanently assigned pool vehicle(s) to a Bureau/Office shall require prior approval by the Deputy

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Commissioner of Staff, with notification provided to the Director, Transportation Division.

- b. Pool vehicles shall not be assigned to any one individual. They are to be used for court, training, laboratory drops, supply runs, etc. As a general rule, pool vehicles are not to be taken home by personnel, unless a specific business purpose dictates the need and it is approved by the Bureau/Office Director.
- 5. Gaming Enforcement Office: Vehicles assigned to the Gaming Enforcement Office are conditional on approval by the Pennsylvania Gaming Control Board through their annual budget process.
- 6. SERT Tactical Unit Members **and Negotiation Unit Leaders**: Assigned one vehicle per member through the Bureau of Emergency and Special Operations (BESO).
- 7. Canine Section Members: Assigned one vehicle per full-time member through BESO.

F. AUTHORIZATION FOR TAKE-HOME VEHICLES

- 1. Troop Commanders and Bureau/Office Directors shall be responsible for justifying take-home vehicles within their area of command. Each case shall be evaluated based on operational need.
- 2. Operational need may include, but is not limited to, the following:
 - a. Command personnel who are expected to be available 24/7.
 - b. Personnel whose duties subject them to frequent callout after their shift, and/or whose specialized equipment is transported in their allocated vehicle.
 - c. When short response time is critical to public safety.
 - d. Members or Enforcement Officers operating an undercover vehicle that cannot be parked at a Department facility.
 - e. When shift assignments for patrol personnel require the member to take home a vehicle for operational efficiency.

G. DEPARTMENT VEHICLE USE

- 1. Vehicles are only to be used in the performance of official duties when conducting official Department business.

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2. All occupants of Department vehicles shall be Department personnel, Commonwealth employees, or individuals from the public or private sector as are necessary for the conduct of official business.

H. FINANCIAL/ALLOCATION LIMITATIONS

1. It shall be understood that fiscal limitations may prevent the Department from meeting the recommended allocation of vehicles as identified in the Vehicle Distribution Guidelines.
2. If the Department should experience a shortage of vehicles, the Director, Transportation Division shall apply an equitable percentage reduction across the commands to minimize the overall impact.
3. This chapter contains a "guideline" or recommendation regarding vehicle distribution. No person or entity has a right to full-time or part-time assignment of one or more Department vehicles.

CHAPTER 6

TRAVEL AND SUBSISTENCE

A. PURPOSE

This **chapter** sets forth procedures and monetary limitations governing reimbursable **travel and subsistence** expenses for personnel in accordance with Commonwealth Management Directives and Department policy. **Should any policies contained within this chapter be in conflict with a current Commonwealth Management Directive(s), the Management Directive(s) shall take precedence.** The Commonwealth also provides **personnel** with a source of information on travel-related matters at www.travel.state.pa.us. **Personnel** may also **contact** the Bureau of Human Resources, Department Travel Coordinator, via email at ra-psptravel@state.pa.us, **for additional information.**

B. APPLICABILITY

1. Personnel Covered: All personnel of the Pennsylvania State Police (PSP) are subject to this regulation with the exception of the Commissioner, Deputy Commissioners, and members assigned to the Executive Service Section while attending to the needs of the Governor, Lieutenant Governor, or persons provided protection as directed by proper authority. The Commissioner and Deputy Commissioners are exempted by Management Directive 230.10, Amended (Travel and Subsistence Allowances). Members of the Executive Service Section are specifically exempted by Executive Board Resolution dated June 9, 1965.
2. Exemptions: Specific exemptions for individuals may be made from time to time by the Secretary of the Budget or the **Chief Accounting Officer, Office of Comptroller Operations**, upon submission of written requests by the Commissioner or designated Deputy Commissioner when a unique assignment would otherwise impose a financial hardship. Those exempt from this regulation are, nevertheless, expected to observe this policy and limit requests for reimbursement to reasonable amounts consistent with fulfilling the duties of their position.

3. Non-Commonwealth Employees:
 - a. Reimbursement for travel expenses incurred by individuals not employed by the Commonwealth, but who perform services for the Commonwealth free of charge, will require an approved exception from the Bureau of Commonwealth Payroll Operations (BCPO). Department Correspondence, Form SP 3-201, shall be provided at least one month prior to the services being requested and forwarded to the Bureau of Staff Services, Fiscal Division. The following information shall be included in the Department Correspondence:
 - (1) Name(s), Social Security number(s), and agency affiliation of the non-Commonwealth personnel.
 - (2) Justification for request.
 - (3) Indication of what is being requested for reimbursement; e.g., mileage, lodging, subsistence.
 - (4) Dates services will be occurring.
 - b. The Fiscal Division shall prepare Department Correspondence from the Deputy Commissioner of Staff to BCPO. BCPO will review and approve or disapprove the request for reimbursable travel expenses prior to the occurrence. If approved, they will issue in writing a special exemption number. Reimbursement for approved travel expenses will be provided through Travel Expense Vouchers (TEVs) for actual amounts expended in accordance with the provisions and maximum dollar amounts cited herein. The requesting location shall prepare the TEV and obtain an original signature from the non-Commonwealth individual on the TEV.
 - c. The TEV shall include the special exemption number provided by BCPO. This number shall be written or typed in the upper right-hand corner of the voucher.
4. Agreement or Understanding: In those cases where the provisions of a collective bargaining agreement or a meet-and-discuss understanding are inconsistent with this

regulation, the provisions of such an agreement or understanding shall take precedence as they apply to personnel encompassed by such agreements.

5. Subpoenaed and Nonsubpoenaed Witnesses:
 - a. Subpoenaed witnesses attending a hearing are eligible for \$5 per day compensation, \$.07 per mile for travel, and lodging and subsistence costs in accordance with Commonwealth regulations.
 - b. Nonsubpoenaed witnesses attending a hearing may be reimbursed for travel, lodging, and subsistence expenses in accordance with Commonwealth travel regulations.
 - c. Both subpoenaed and nonsubpoenaed witnesses attending hearings will be reimbursed for their expenses on TEVs approved by a Troop Commander or Bureau/Office Director. In addition, a General Invoice, Form STD-152, shall be prepared and attached to the TEV for payment.
6. Expert Witnesses: **Prior to utilizing expert witnesses, an Agency Requisition, Form SP 3-411, shall be submitted, through channels, to the Director, Bureau of Staff Services, for review and further processing.** Fees and expenses for expert witnesses under or equal to \$1,500 shall be processed through the Department's Advancement Account. Fees and expenses over \$1,500 require the completion of a General Invoice, **forwarded to the Fiscal Division, Bureau of Staff Services, for further processing through the Employee Self Service (ESS) Universal Worklist System** for payment. No TEVs will be utilized.

NOTE: When personnel are required to testify in court cases arising out of their employment, they are considered to be performing a Commonwealth function. **In accordance with Management Directive 230.7, Amended,** personnel may not receive separate compensation, witness fees, or other reimbursement. If personnel receive compensation, witness fees, or other reimbursement, **it shall be forwarded to the Fiscal Division, Bureau of Staff Services, along with appropriate documentation, for further processing.** Should reimbursement be in the form of a check made out to the individual, the check shall be endorsed to "Commonwealth

of Pennsylvania." The Fiscal Division will forward a copy of the remittance information to the Bureau of Human Resources for inclusion in the individual's personnel file in accordance with the Management Directive. The provisions of this section do not apply to compensation received by personnel for jury duty. Personnel shall be entitled to retain any compensation received while performing jury duty while on civil or other authorized leave from the Department.

7. International Travel Authorization: As soon as there is a possibility of international travel (to include Canada or Mexico) and when contact with representatives of foreign governments or businesses is expected, Department Correspondence shall be **submitted**, through channels, to the Commissioner for further action and approval. Since each administration handles approvals of international travel authorization in a different manner, the Executive and Administrative Offices shall provide specific steps as to what will be required to obtain prior approval from the Governor's Office. Normally, 90 days prior to traveling is required to allow for adequate time for approvals to be issued.

C. POLICY

1. Out-of-Pocket Expenses: Personnel shall be entitled to receive reimbursement for out-of-pocket expenses incurred in the performance of their duties within prescribed maximums.
2. Maximums: Maximums established herein shall not be claimed unless amounts equal to identified maximums are actually expended.
3. Ineligible for Reimbursements: Personnel will not be eligible for reimbursement of meals or lodging when furnished by the Commonwealth without charge, or when furnished by friends or relatives. Reimbursement for alcoholic beverages is strictly prohibited.
4. Holidays/Nonwork Weekends: Personnel in travel status or on special assignment within the Commonwealth must return to headquarters or residence on all weekends including holidays observed on Monday or Friday. No subsistence or lodging will be paid for the weekends or Monday or Friday holidays. If payment of subsistence and lodging can be fully justified as a cost savings in comparison to the costs of returning to

residence or headquarters, an exception may be requested. Any request for exemption shall be submitted to BCPO, through the Bureau of Staff Services, prior to incurring any expenses.

5. Extraordinary Miscellaneous Business-related Expenses: Expenses, such as fees for passports, inoculations, currency conversions, incurred by personnel in connection with the transaction of official business shall be allowed when approved by the Commissioner or appropriate Deputy Commissioner.
6. Incurring Expenses: Personnel traveling on official business are expected to exercise the same care in incurring expenses that would be exercised if traveling on personal business. Personnel are liable for payment of any expenditure disallowed by Commonwealth Management Directives currently in effect and this regulation.
7. Personal Use of Promotions and Offers:
 - a. The Governor's Code of Conduct and the State Ethics Law prohibit the acceptance, retention, or use of personal travel by Commonwealth personnel and appointed officials of promotions and offers including, but not limited to, frequent flyer credits, discount **vehicle** rentals, hotel promotions, award certificates, bonus flights, reduced-fare coupons, denied boarding compensation, cash, merchandise, or gifts obtained in the course of official Commonwealth business.
 - b. Personnel who travel on Commonwealth business may, however, open and maintain a separate frequent user account in their name with airlines, hotels, or **vehicle** rental companies for any travel that is paid for or reimbursed by the Commonwealth. Credits or upgrades under such accounts may then be used by personnel for or during any Commonwealth business travel.
8. Reimbursements from Other Sources: Personnel who incur expenses while traveling on official business are to be reimbursed in accordance with this regulation. To preclude the possibility of financial benefit, expense reimbursements received from any other source, such as the federal government, a private business, an individual, or other party, shall be remitted to the Bureau of Staff Services, Fiscal Division, immediately upon receipt for further processing.

Checks received may not be cashed, but must be endorsed to the "Commonwealth of Pennsylvania."

- a. Under no circumstances are personnel permitted to accept payment from outside entities. Personnel are permitted to file the necessary paperwork associated with seeking reimbursement from non-Commonwealth sources (i.e., federal government, private business, or individual), but once the check is received it must be endorsed and turned over to the "Commonwealth of Pennsylvania" for deposit. If the individual is entitled to reimbursement, they must complete a TEV in accordance with this regulation.
 - b. It is permissible to allow non-Commonwealth entities to directly provide lodging, meals, and/or transportation as long as the services are directly paid by the sources and no reimbursement is directly received by any personnel.
9. Requests for Reimbursement: The TEV shall be used to:
- a. Document travel expenses incurred.
 - b. Request reimbursement for such expenses.
10. PNC Bank Commonwealth Corporate Travel Card: Participation in the PNC Bank Commonwealth Corporate Travel Card Program is mandatory for all civilian personnel expected to be in overnight travel status four or more times a year. While not mandatory, it is strongly encouraged that members, Liquor Enforcement Officers (K4), or civilian personnel traveling less than four times a year obtain a PNC Bank Commonwealth Corporate Travel Card.
- a. Personnel who have a PNC Bank Commonwealth Corporate Travel Card must use the card when they procure lodging or transportation from vendors that accept the travel card.
 - b. Use of the travel card for other travel-related expenses, such as meals, lodging, vehicle rental, etc., is encouraged. Fuel purchases for State-owned vehicles are only authorized with the Commonwealth Voyager Credit Card.

- c. Personnel are to use the travel card for authorized travel-related business purposes only. Personal purchases are not to be charged to the travel card.
 - d. Personnel who use the travel card for personal purposes will be warned twice against such usage. The third instance of abuse will result in the card being cancelled.
 - e. Personnel who charge authorized business travel expenses directly to the travel card shall submit a TEV for reimbursement. The Commonwealth will forward reimbursements to personnel within 15 workdays following receipt of accurate, fully documented, and approved TEVs.
 - f. The travel card invoice will be sent directly to the designated home or business address for payment, as established by the cardholder. Personnel are responsible for paying the travel card directly. If the TEVs are submitted in a timely manner, reimbursement for the items charged to the travel card should be available to personnel before the invoice is due. This reimbursement is expected to cover the payment for the actual invoice.
 - g. The Director, Bureau of Human Resources shall review past due accounts. Failure by a cardholder to pay travel card balance(s) within a timely manner may result in administrative action.
 - h. Personnel eligible for a travel card shall request an application by contacting the Bureau of Human Resources via email at ra-psptravel@state.pa.us.
11. ADTRAV (Commonwealth Online Travel Agency): The Commonwealth utilizes a travel planning agency, ADTRAV, for reservations with airlines, hotels, and **vehicle** rental agencies. Personnel shall use this online booking system whenever they are in need of airline reservations. This system may also be used for hotel and **vehicle** rental reservations. Exceptions to using this system for airline reservations will require prior approval by the Bureau of Human Resources.
- a. ADTRAV may be accessed at www.adtrav.com/pa. Once on the site, the user shall click on the "Get There" button and then will be directed step by step on how to

utilize the booking system. Additional information on using the online booking system may be found at www.travel.state.pa.us.

- b. Travel arrangers may call ADTRAV at 1-866-530-8899 to make reservations for the following circumstances:
 - (1) International travel.
 - (2) Non-Commonwealth employees.
 - (3) Use of the agency lodging card.
 - (4) Travelers with special needs.
- c. Personnel who travel and use ADTRAV are required to fill out their own profiles on the system. Once on the system, they will also be able to designate a travel arranger on their behalf by choosing "*Profile Setting*," "*Personal Information*," and "*Arranger Settings*."
- d. Questions regarding the use of ADTRAV shall be directed to the Department Travel Coordinator, Bureau of Human Resources, via email at ra-psptravel@state.pa.us

D. DEFINITIONS

- 1. Closer Point of Origin: Either the individual's residence or official headquarters, whichever location provides the shortest travel distance to a proposed destination.
- 2. Overnight Travel Status: Personnel are considered to be in overnight travel status only if traveling on approved official business away from both residence and official headquarters, and stop to obtain lodging and sleep and not merely to obtain rest or a meal. Normally, this requires personnel to be at a minimum of 50 miles from their residence or official headquarters. Written pre-approval from the Commissioner must be obtained when lodging and subsistence is required within this 50-mile radius. The approval must be submitted with the traveler's receipts when requesting reimbursement.
- 3. Non-Overnight Travel Status: Personnel are considered to be in non-overnight travel status if traveling on approved official business away from both residence and official headquarters,

but are not entitled to reimbursement for overnight lodging in accordance with the provisions of this regulation.

4. Official Headquarters: Personnel's designated municipality recorded on the Systems, Applications, and Products (SAP) system as the official worksite unless designated elsewhere, such as a location specifically designated in writing by the Commissioner as a Station assignment when such designation appears to be necessary for efficiency or economy in Department operations.
5. Temporary or Detached Duty in Excess of 72 Hours: Temporary or detached duty is defined as the official performance of duty which requires the absence of personnel from their official headquarters and prohibits a return to their residence for the duration of the assignment. Prior to assigning an individual to temporary or detached duty in excess of 72 hours, Troop Commanders or Bureau/Office Directors shall request, via CLEAN Message or Department Correspondence, the approval of the appropriate Deputy Commissioner. A copy of the written approval from that Deputy Commissioner shall be filed with BCPO prior to the individual incurring expenses.

E. CASH ADVANCEMENT FOR TRAVEL AND SUBSISTENCE

1. Advancements: Normally, personnel are expected to provide themselves with sufficient funds to defray current expenses. When it is necessary for personnel to acquire a travel advancement because anticipated expenses would constitute an undue financial hardship, a cash advancement may be acquired with prior approval from BCPO, Travel Audit Division.
2. Limitations: Advancements may be made in accordance with the following:
 - a. Each cash advancement must be for a minimum of \$500, but not more than \$1,500.
 - b. Cash advancements shall not be issued to personnel who are issued a PNC Bank Commonwealth Corporate Travel Card. Cash advancements will not be issued solely for subsistence.
 - c. Personnel are not authorized to have more than two advancements outstanding at any time, and no more than two advancements are allowed per calendar year.

- d. The amount of the advancement should not be greater than the anticipated expenditures.
 - e. Requests must be submitted a minimum of 10 business days prior to travel. Justification must include a breakdown of all costs.
- 3. Cancellations: Advancements given for trips that are cancelled must be returned immediately.
 - 4. Cash Advancement Request Procedure: Request for a cash advancement shall be initiated through the ESS system. Requesters shall select "Travel Management" on the left-hand side of the system, then select "Travel Planning and Expenses," and then select "Create Travel Request."
 - 5. Accounting and Payment: Personnel must submit a TEV accounting for the advancement, including a notation that an advancement was received, within 30 days from the issuance of the advancement. For amounts advanced in excess of actual expenses, a personal check or money order, payable to "Commonwealth of Pennsylvania," must be submitted with the TEV. Advances that are open 180 days after the date of travel will be deducted from the person's pay. Personnel will be notified by BCPO at least 30 days prior to the deduction. Upon termination, open advances shall be deducted from the person's final pay.

F. OUT-OF-STATE TRAVEL

- 1. Travel to an out-of-state location where no expenses are anticipated requires the approval of the Station Commander or Office/Division Director.
- 2. Travel to an out-of-state location where expenses are anticipated requires the approval of the Troop Commander or Bureau/Office Director. The TEV shall be completed to request reimbursement for out-of-state travel.

G. TRAVEL EXPENSE VOUCHERS (TEVs) (Also referred to as Travel Expense Reports [TERs]): These terms are interchangeable when referencing different travel sources.

- 1. Submission: TEVs that either document travel expenses incurred or request reimbursement for travel expenses shall be

submitted as soon as possible. Refer to Appendage Y for instructions on preparing the form. All TEVs are to be completed through the SAP system electronically unless circumstances dictate otherwise (i.e., TEVs for non-Commonwealth personnel).

2. Audit: All travel and subsistence expenses are subject to audit by BCPO. The audit will include a review of the propriety of the expenses claimed. As part of normal audit procedures, BCPO is authorized to request additional information for any expenses claimed. If there is a pattern of unusual claims, Troop Commanders, Bureau/Office Directors, or BCPO may require personnel provide itemized receipts for any such future claims.
3. Travelers' Responsibility: All personnel who travel on official business and submit TEVs for reimbursement of expenses are responsible for ensuring that expenses claimed on the voucher are proper, accurate, and incurred in accordance with this regulation. Careless, fraudulent, or negligent preparation of the TEV will require financial restitution and may result in disciplinary action. In addition, a traveler who knowingly presents a false, fictitious, or fraudulent claim against the Commonwealth may be subject to penalties in accordance with Title 18, Pa. Crimes Code.
4. Supervisors' Responsibility: Supervisors are responsible for reviewing and approving TEVs electronically submitted by personnel to ensure the necessity, propriety, correctness, and accuracy of travel expenses incurred.

NOTE: If it is necessary to make a correction to the TEV, supervisors shall return the TEV to the traveler electronically for correction and resubmission.

5. Troop Commanders' or Bureau/Office Directors' Responsibility: Troop Commanders or Bureau/Office Directors are responsible for reviewing and overseeing compliance with the SAP TEV system.
6. Receipts:
 - a. TEV: Although TEVs are electronically completed and approved, receipts and other supporting documents need to be forwarded to BCPO via U.S. or interoffice mail, at the following addresses:

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U.S. Mail
BCPO
Travel Audit Division
Pennsylvania State Police
P. O. Box 8007
Harrisburg, PA 17105

Interoffice Mail
BCPO
Travel Audit Division
19th Floor, Harristown II
333 Market Street
Harrisburg, PA

BCPO has developed a standardized envelope, STD-192B, that should be used to send receipts and other supporting documents. Travelers shall fill in their name, personnel number, personnel area, trip number (SAP generated), and the last date of travel associated with the receipts. It is important for travelers to use a separate envelope for each trip number. If receipts are required, BCPO cannot release the reimbursement request for payment until they receive the receipts.

- b. Receipts must be submitted for the TEV for every item of expense except:
- (1) Taxicab and airport limousine fares less than \$35.
 - (2) Local bus, streetcar, or subway fare.
 - (3) Personal vehicle.
 - (4) Subsistence: Personnel shall obtain receipts for all meals where they are claiming reimbursement. Although receipts do not need to be submitted with the TEV, they will be required for any subsequent audit involving subsistence reimbursement. If personnel are unable to provide a receipt during an audit, they will be required to reimburse the Commonwealth for the entire amount received. **It is advised that personnel keep all meal receipts for up to a year in the event of an audit.**

- (5) Toll road, toll bridge, ferryboat, and parking charges less than \$35.
- (6) Telephone, telegraph, registered or certified mail, and money order charges.

NOTE: In accordance with Senate Bill 711, signed into law in January 2010, all personnel assigned to the Gaming Enforcement Office who seek a claim of reimbursement through the TEV shall provide the actual receipt(s) documenting all claimed expenses before receiving reimbursement.

c. Valid receipts: A valid receipt must include:

- (1) Date of service.
- (2) Description of service.
- (3) Amount paid for each individual item.
- (4) Signature and address of payee.

NOTE: No item of expense will be approved if a required receipt is missing, unless it was impossible to secure such a receipt and the reason is explained. Inconvenience is not a satisfactory explanation.

H. TRANSPORTATION

1. General:

- a. All modes of transportation are authorized consistent with, and appropriate to the requirements of an assignment and the efficient and economical conduct of official business.
- b. All travel shall be by the most direct and expeditious route considering both travel time and distance.
- c. Charges for first-class accommodations on an airline or railroad will be reimbursed only with the prior approval of the Secretary of the Budget or a designated Deputy Commissioner.

- d. Mileage traveled by personnel between their residence and their official headquarters on scheduled workdays is considered commuting mileage. Commuting mileage and other commuting costs are not reimbursable.
- e. When a State vehicle is unavailable and personnel are required to travel from their residence to a temporary work site in their own vehicle, other than their official headquarters, they will be eligible for mileage reimbursement either from their residence to the temporary work site, or their official headquarters to the temporary work site, whichever is the shortest mileage distance.

Example: A person's official headquarters is 15 miles from their residence and 27 miles from the temporary work site. The distance from the residence to the temporary work site is 12 miles. Thus, the 15 miles traveled between their residence and official headquarters is considered personal commuting and should not be reimbursed.

- (1) Situation 1: A person leaves their residence and travels 12 miles to a temporary work site. At the end of the workday, they return to their residence. Since the shortest distance is the residence to the temporary work site, the total reimbursable official business mileage round trip is 24 (12 + 12) miles.
- (2) Situation 2: After reporting to official headquarters at the beginning of the workday, a person is required to travel 27 miles from their official headquarters to the temporary work site. At the end of the workday, they do not return to official headquarters, but go directly to their residence. Since the shortest distance at the end of the workday is the residence to the temporary work site, the total reimbursable official business mileage round trip is 39 (27 + 12) miles.
- (3) Situation 3: After reporting to official headquarters at the beginning of the workday, a person is required to travel 27 miles from the official headquarters to the temporary work site. In the afternoon, they return 27 miles to official headquarters from the temporary work site. At the end of the workday, they return to their

residence. The total reimbursable official business mileage round trip is 54 (27 + 27) miles.

- f. Two or more individuals traveling to the same destination on official business may be required by their supervisor to travel in the same vehicle.
- g. Personnel should take advantage of any special lower fares.
- h. Parking fines or moving vehicle violation fines are not reimbursable, and the operator is expected to make immediate payment of all parking and traffic violations in accordance with Management Directive 615.8, Amended (Uses of State Automobiles), and Department policy.

2. Local Transportation:

- a. Use of a taxicab is allowed only when justified by the travel assignment. Such justification will be set forth in the TEV. The use of a taxicab in lieu of an airport limousine is allowed only when airport limousine service is not available or when the taxicab is less expensive than the limousine. When reimbursement is requested for incurred expenses of \$35 or more per service, itemized receipts are required.
- b. Cash paid for fares for local buses, streetcars, subways, etc., is reimbursable, and no receipt is required unless the amount is \$35 or more.
- c. **Vehicle** rentals: Rental vehicles or other special conveyances will be allowed only when no public or regular means of transportation is available or a State vehicle cannot be used.
 - (1) The Commonwealth has preferred commercial rental **vehicle** vendors. Instructions on how to obtain a rental **vehicle** can be found at www.travel.state.pa.us.
 - (2) Rental **vehicles** must be reserved through the online booking system and the preferred vendor chosen. Personal accident and personal effects coverage is optional and not reimbursable.

- (3) The rental **vehicle** receipt and contract must be included with reimbursement submission of receipts.
 - (4) **Prior to returning to the rental supplier, the traveler must refuel the vehicle with an equal amount of fuel as when it was picked up. A receipt for fuel shall be submitted with the TEV to obtain reimbursement. Pre-paid fueling options offered by rental vehicle companies are not authorized or reimbursable.**
- d. Toll road, toll bridge, and ferryboat charges, as well as parking charges, either lot or meter, in reasonable amounts, are reimbursable to personnel operating State, personal, or authorized rental vehicles on local assignments. Mileage for the use of personal vehicles on local assignments is also reimbursable. Reasonable charges for parking a vehicle at an airport, bus terminal, or other parking area while away from residence or official headquarters are permitted.
- 3. Air Travel: In accordance with Management Directive 230.10 Amended, all personnel shall book air travel through the Commonwealth Travel Center by utilizing the ADTRAV system.
 - a. Travelers who are not employed by the Commonwealth must follow the same procedures as personnel if their travel is paid for by the Commonwealth.
 - b. Travelers are expected to book the lowest priced coach class airfare for domestic and international flights. Business and first-class tickets are not reimbursable. It is not permissible to confirm a higher fare for upgrade eligibility or personal reasons. Upgrades at the Commonwealth's expense are not permitted. A complimentary upgrade must be noted on the TEV.
 - c. Travelers on Commonwealth business must book the lowest priced coach class airfare that meets their approved itinerary and Commonwealth policy. They are expected to use their best judgment to save on airfare cost.

- d. Additional information and restrictions on air travel reservations may be found at www.travel.state.pa.us, select "Travel Policies," then select "Basics," and then select the "Travel Manual 230.1" for the latest information.
 - e. All flights will be charged automatically to the agency airline card. Use of a personal credit card is not permitted.
 - f. Cancellations: When a trip is cancelled after the ticket has been issued, the reservation must be cancelled via the online booking system or by calling ADTRAV. Ticketed reservations must be cancelled at least one hour prior to the scheduled flight. If the ticket is refundable, ADTRAV shall be notified and a refund requested. It is the traveler's responsibility to closely examine the cancellation/exchange rules and fees before purchasing.
 - g. Exchanges: Credits for cancelled tickets should be used as soon as possible. Most airlines require tickets to be exchanged and used one year from original purchase. Any fees and/or additional collections must be charged to the agency airline card.
4. Use of a State Vehicle: When travel is by vehicle, State vehicles shall be used by personnel traveling on official business. Exceptions to this rule will be granted only when State vehicles are not available or in instances when an individual is physically handicapped and requires special equipment. Any cash paid relative to the operation of a State vehicle, including storage, will be identified and recorded as a "Miscellaneous" expense. Receipts will be required for all expenditures, except as provided for in this chapter. The equipment number must be included on any receipts.
5. Use of a Personal Vehicle: Reimbursement for the use of a personal vehicle is subject to the following criteria:
- a. Personnel assigned to duties requiring the use of commercial travel or personal vehicle, solely within the State, are responsible for obtaining a statement from the Troop Commander or Bureau/Office Director indicating that a State vehicle was not available for their use. This statement shall be submitted with the voucher.

- b. Personnel who use their personal vehicle on official business shall be advised that liability coverage is provided on an excess basis only. Excess basis means that any other valid and collectible insurance would be primary. Any crashes occurring while personnel are driving their personal vehicle on official business shall be reported to both their own insurance carrier and the Bureau of Risk and Insurance Management, Department of General Services. This does not relieve the driver or owner of any responsibility to comply with the reporting requirements of the Vehicle Code.
- c. A State vehicle is not available for a short-term assignment. The determination of availability shall be made by the Troop Commander or Bureau/Office Director and shall be subject to review by the appropriate Deputy Commissioner. The Transportation Division, Bureau of Staff Services, shall be consulted for an alternate solution.
- d. An individual's handicap is such that their own special equipment must be used.
- e. Personnel using or anticipating the use of their personal vehicle for official business shall advise the underwriter providing liability coverage on their personal vehicle of its use or intended use for official business. Personnel who are involved in a crash while using a personal vehicle for official business, shall enter the name of their insurance company and policy number of insurance that complies with the Pennsylvania Motor Vehicle Financial Responsibility Law on the TEV when seeking reimbursement for use of a personal vehicle (refer to Appendage Y).
- f. The current reimbursement rate for use of personal vehicles is available at www.travel.state.pa.us, select "Travel Policies," and then view the General Services Administration (GSA) mileage rate information provided under "By Car" category.

NOTE: Personal mileage claims entered on the TEV system automatically inserts the current mileage reimbursement rate for the appropriate time frame requested.

- g. Personnel making claims for personal vehicle use and supervisors who certify the validity of such claims are responsible for the accuracy of mileage claimed on the TEV. The mileage chart of the "Official Transportation Map" published by the Pennsylvania Department of Transportation may be used as a guide to determine the reasonableness of mileage charged.
 - (1) All personal mileage claims shall be recorded on a daily basis. For example, if submitting a TEV that contains mileage for multiple days, travelers shall not claim a lump sum mileage total. Instead, the number of miles driven each day should be entered separately on the TEV.
 - (2) Each daily claim for personal mileage shall include a "from" and "to" location. From and to locations shall be listed as cities or towns. For example, a trip from the Scranton State Office Building to the Harrisburg Central Office shall be entered as "Scranton to Harrisburg," not "headquarters to central office."
 - h. Personal vehicles should not be used on trips of 100 miles or more per 24-hour period; a Department or rental vehicle shall be used.
- 6. Train: Coach class is the only approved service when traveling by domestic Amtrak train. Amtrak tickets must be reserved directly through Amtrak at www.amtrak.com or telephone and paid for with a PNC Bank Commonwealth Corporate Travel Card or personal credit card.
 - 7. Tolls and Parking: Charges for toll road, toll bridge, ferryboat, and parking lot or meter are reimbursable to personnel operating State or personal vehicles. Personnel submitting a TEV for other travel expenses shall include toll and parking expenditures in accordance with Appendage Y. A receipt must be submitted only when any individual toll and/or parking charges exceed \$35.
 - 8. Vehicle Expenses: When a State vehicle is used for approved travel and the Commonwealth Voyager Credit Card is not honored, the individual shall be reimbursed for the purchase of

gasoline and motor oil. Receipts for such purchases shall be obtained and submitted to BCPO.

9. Pennsylvania Turnpike E-ZPass Transponders: The Department has entered into an agreement with the Pennsylvania Turnpike Commission to utilize a limited number of E-ZPass transponders for Troop's/Bureau's/Office's official use.

a. Transponders are assigned by the Transportation Division, Bureau of Staff Services, to each Troop/Bureau/Office depending on operational requirements and available supply of transponders. The transponders are only authorized for officially sanctioned Department functions.

b. The E-ZPass Transponder Log, Form SP 3-448 (Appendage C), shall be used to document the use of each transponder that is issued to personnel who will be traveling the Pennsylvania Turnpike in their official duties. The log shall be maintained at the Troop/Bureau/Office location and retained according to the published retention period. This log shall function as the official record for a particular transponder.

(1) For personnel temporarily issued a transponder, each trip shall be recorded on the log with all entries completed.

(2) For personnel permanently assigned a transponder, it is not necessary to log each travel event on the log; however, it is important that it initially be completed with the E-ZPass Transponder No., Equipment No., Registration No., To Whom Issued, Date/Time, and Issued By information. When a permanent transponder is transferred to another person or the vehicle noted as assigned is replaced, an appropriate entry shall be entered on the log to maintain a cohesive record of the transponder.

c. Transponders shall be attached to the front windshield using the adhesive mounting strips provided with the transponders. If additional mounting strips are required,

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they may be requested through the Bureau of Staff Services, Transportation Division, Administrative Section.

- d. The Pennsylvania Turnpike Commission will continue to issue E-ZPass violation notices (refer to Appendage W), if a Department-owned vehicle passes through an E-ZPass lane and the vehicle is not equipped with a transponder. If the operator was not responding to a police incident, the operator shall be held responsible for all costs associated with the violation. If the operator was responding to an incident, the circumstances, as well as the incident number, shall be documented and attached to the First Violation Notice and returned along with the Pennsylvania Turnpike Commission Appeal Form (see Appendage Z) to the Pennsylvania Turnpike Commission Violation Processing Center. Violation notices will also be issued if the vehicle is equipped with a faulty transponder. If a violation notice is received and the vehicle was equipped with a transponder, both the First Violation Notice and the appeal form shall be returned to the Pennsylvania Turnpike Commission Violation Processing Center, along with a copy of the E-ZPass Transponder Log showing the transponder assignment for the date and time specified. Bureau/Office Directors and Staff Services Section Commanders shall be responsible for ensuring First Violation Notices are processed for personnel within their respective Troop/Bureau/Office regardless of the circumstances. A request for a replacement transponder or additional assistance with violation notices shall be directed to the Bureau of Staff Services, Transportation Division, Administrative Section.
- e. Transponders shall be used only on the Pennsylvania Turnpike. They shall not be used for travel on any other roadway posted for E-ZPass use. When personnel travel out of state, the transponder shall be removed from the windshield and placed into the silver "read prevention" sleeve provided with the transponder to prevent it from being read. Any toll charges for out-of-state travel shall be initially paid by personnel who shall seek reimbursement from the Troop/Bureau/Office petty cash fund.

- f. Personnel shall follow the procedures in FR 4-1, Loss of or Damage to Commonwealth Property or Equipment, whenever a transponder is lost or damaged.

I. LODGING

1. Local Hotel Taxes: Lodging accommodations obtained by Department personnel traveling on official business can be subject to several different taxes. The most frequently encountered taxes are listed below with guidelines for travelers regarding the Commonwealth's obligation to pay.
 - a. The Commonwealth is subject to the Hotel Occupancy Tax which must be paid and will be reimbursed. This is a 6 percent room rental excise tax applicable to every room occupancy.
 - b. The Commonwealth is not technically subject to the below-listed taxes and personnel should make every effort to have them eliminated by presenting a copy of Appendage V to the vendor. However, if the vendor insists that the tax must be paid, the Commonwealth will reimburse personnel for actual expenses incurred.
 - (1) The Pennsylvania Convention Center Authority Act authorizes a local hotel room rental tax by first-class cities or first-class counties to fund construction of convention centers in Allegheny, Bucks, Delaware, Montgomery, and Philadelphia Counties. The amount of the tax can range from 1 to 6 percent.
 - (2) The Local Sales, Use, and Hotel Occupancy Tax and the Second-Class County Code authorize a 1 percent tax in a taxable county on the occupancy of hotel/motel rooms in Philadelphia and Allegheny Counties.
2. General: Expenses for lodging will not be allowed within 50 miles of personnel's official headquarters or residence. However, the Commissioner may grant exceptions when personnel require lodging within 50 miles of their official headquarters or residence. Written justification must be forwarded through channels to the Commissioner or designated Deputy Commissioner justifying the reason for the exception. To ensure timely reimbursement of submitted TEVs, a copy of

the exception signed by the Commissioner or designated Deputy Commissioner must be submitted to BCPO.

3. Lodging Rate Allowances:

- a. Lodging rates have been established for hotels within the Commonwealth, which can be accessed at either www.travel.state.pa.us, select "Travel Policies," refer to "Lodging" or by accessing www.gsa.gov/perdiem.

NOTE: The U.S. GSA lodging rate allowances are not flat allowances. Individuals will only be reimbursed for actual expenses incurred. In instances where a GSA rate is not obtained in the area, specific business justification is required. If an audit determines that the maximum allowable rate could have been obtained, the traveler may be responsible for the additional cost. Justification for booking must be imperative to the person's official business and must be given at the time of booking. Copies of the individual's hotel receipt, charge card receipt, etc., are to be submitted to BCPO when requesting reimbursement. Individuals obtaining lodging within the above allowances will not be required to provide written justification on their TEV for the selection of the lodging facility.

- b. In those instances when lodging cannot be secured within the established GSA lodging rate allowance, individuals may exceed the allowance if written justification is provided on the TEV. Individuals are required to provide the reason for selecting the lodging facility (e.g., closest lodging facility to work site—next hotel 25 miles away; no rooms available at hotel with lowest rate; lodging facility booked by Commonwealth online booking system; inclement weather; lateness of the hour) on the TEV. Although individuals are not required to list lodging establishments contacted, they are, however, still expected to secure lodging at the available facility offering the best lodging rate within the immediate area of the travel assignment.
- c. When available, travelers must choose a Commonwealth-preferred property. Choosing a non-preferred property requires a business-related justification.

- d. Lodging reservations should be made through ADTRAV at www.adtrav.com/pa, or by calling 1-866-530-8899.
 - e. Government rates must be requested by all travelers and confirmed at the time reservations are made and at the time of check-in.
 - f. Form of payment. All lodging must be guaranteed with a credit card at the time of booking to hold the reservation. For those personnel who do not have a credit card and will be using the agency lodging card for payment, the hotel guarantee card may be used. Reservations using the hotel guarantee card must be made through ADTRAV, by following the procedures published at www.travel.state.pa.us. The preferred method is to utilize the PNC Bank Commonwealth Corporate Travel Card to make such reservations.
 - g. Travelers are not required to stay in tourist (level 2) or moderate tourist (level 1) class properties to obtain a lower rate. Tourist or moderate tourist class properties, as defined by the Hotel Travel Index, are properties providing basic room amenities to the budget conscience traveler, a no-frills approach and few services.
4. Short-term Lodging:
- a. Personnel who are required to work at a temporary work site away from their residence or headquarters over 60 days may, if approved in advance, enter into a short-term lodging agreement. All requests for such short-term lodging agreements must be submitted through the Director, Bureau of Staff Services for processing to BCPO for review and approval. Failure to obtain appropriate approval prior to entering into a short-term lodging agreement (contract or lease) will result in the individual, or supervisor giving authority to enter into such an agreement, being liable for any resulting costs.
 - b. Detailed justification showing a cost comparison of both the regular travel expenses reimbursement and the alternative short-term lodging costs must be provided. Reimbursement under a short-term lodging agreement is limited to lodging, necessary utilities (extra costs for telephone and cable television are excluded), and

mileage or transportation expenses for a biweekly round trip between the temporary work site and the individual's permanent residence or headquarters. Subsistence expenses will not be allowed under a short-term lodging agreement which includes kitchen facilities. No mileage will be allowed between the short-term lodging and the temporary work site.

5. Agency Lodging Card Program:

- a. The Agency Lodging Card Program is intended for use by personnel traveling less than four times a year, not mandated to participate in the PNC Bank Commonwealth Corporate Travel Card Program, or in groups of ten or more staying at the same hotel at the same time.
- b. The traveler or travel arranger shall secure lodging reservations as directed by the procedures identified in this chapter.
- c. The traveler or travel arranger must make the lodging reservation through ADTRAV at 1-866-530-8899, at least three business days prior to the first day of lodging. The caller will be asked for the reason for use of the agency lodging card and the Troop/Bureau/Office fund/cost center account codes for charging the travel.
- d. The agency lodging card will be used by ADTRAV to guarantee and hold the reservation.
- e. The itinerary will be automatically emailed to the Department Travel Coordinator in the Bureau of Human Resources with the fund account code information printed on the itinerary. If the caller is not the actual traveler and they would like a copy of the itinerary as well, they need to advise the ADTRAV agent to include their email address in the reservation.
- f. The Commonwealth Office of Travel Operations (COTO) will either approve or deny the request for use of the agency lodging card as received from ADTRAV. An email approval notice will be sent to the traveler and to the Department Travel Coordinator. COTO will provide payment information to the hotel directly.

- g. Travelers are responsible for any incidental costs they may incur while staying at the hotel. Upon checkout, the hotel must be provided with the Pennsylvania Exemption Certificate, Form REV-1220 (Appendage V). The hotel will charge the agency lodging card provided to them by COTO for the hotel nightly rate and applicable tax.
- h. Travelers must obtain a receipt upon checkout, even if the receipt shows no charges, to submit with the TEV. The traveler should verify that their personal credit card was not charged at time of checkout. It is not recommended that the traveler leave the hotel without checking out at the desk.
- i. Travelers or travel arrangers shall choose the expense type, "hotel room charge—agency lodging card" when submitting the TEV.
- j. Travelers are responsible for canceling reservations within the hotel's cancellation policy. No-show fees are not reimbursable. The traveler is responsible for any fees when they do not cancel the hotel in the allowable time limitation. In the case of an emergency, when all efforts have been exhausted and a fee is still charged, an exception must be requested from BCPO to have the fee reimbursed.
- k. Any expenses charged by the hotel in excess of the hotel rate and tax shall be paid by the traveler and must be disputed later. If this should occur, contact the Department Travel Coordinator.
- l. When requesting the agency lodging card for groups, contact the Department Travel Coordinator for specific instructions and guidance.
- m. The Department Travel Coordinator shall be responsible for the timely reconciliation of the Agency Lodging Card Program. Reconciliation shall occur through the ActivePay System established by the Commonwealth Bureau of Financial Management. During this reconciliation, the fund and cost center account codes provided to the coordinator shall be input and adjusted through the ActivePay System, prior to the posting of the expenditures in SAP. The monthly lodging charges will be paid through the Purchasing Fund and allocated back

to the Department using the account coding reconciled in the ActivePay System. The Department Travel Coordinator shall also be responsible for reconciling the account and disputing charges with the hotel.

J. SUBSISTENCE

1. General

- a. Allowances for subsistence are not flat rates, and only those amounts actually expended may be claimed.
- b. Reimbursement for subsistence is subject to the limitations set forth in Management Directive 230.10, Amended, and Commonwealth Travel Procedures Manual 230.1.
- c. For current policies and procedures concerning subsistence, personnel shall access the Commonwealth Travel Operations website at www.travel.state.pa.us.

2. Receipts and Reimbursement: Subsistence claimed on TEVs shall only be for actual amounts spent on meals, up to the maximum allowed. Meal receipts do not need to be sent to BCPO, but they should be kept for up to a year in the event of an audit. Should a BCPO audit occur and the person cannot document the reimbursement requested and received with a legitimate receipt, the Commonwealth will require a return of the funds. Requests for reimbursement must be submitted on the TEV, **regardless of** whether personnel are in a travel status. **Exceptions to this provision are as follows:**

- a. Personnel assigned to the annual Farm Show Detail are exempt from securing receipts for meal reimbursement while at the Farm Show Food Court due to the uniqueness of the food court's payment operations. Personnel shall notate "*20XX Farm Show Detail – Receipts Not Available*" on the TEV. Fill in the appropriate year of the detail.
- b. In accordance with Senate Bill 711, signed into law in January 2010, all personnel assigned to the Gaming Enforcement Office shall submit receipts for all subsistence claims with their TEV.

3. Limitations: Personnel who reside at a place other than official headquarters shall not be eligible for reimbursement of subsistence expenses while at their residence or headquarters, unless specifically provided for in this regulation.
4. Personnel who attend a conference, meeting, or training event where meals are served as part of the event (to include the PSP Academy) and are in overnight travel status in accordance with Management Directive 230.10, Amended, are not eligible for meal reimbursement on their TEV for the meal(s) provided. If a meal is provided as an integral part of the event, personnel will not be reimbursed for meals obtained at another location without prior approval confirming a valid reason (e.g., health issues, personal emergency, special diet). Prior approval for reimbursement in such cases shall be obtained by submitting Department Correspondence, Form SP 3-201, through channels, to the Deputy Commissioner of Staff.
5. Personnel attending training at the PSP Academy who are not deemed to be in travel status as defined in Management Directive 230.10, Amended, and where a meal is not an integral part of the training or meeting, shall reimburse the Commonwealth for food ordered at the Academy cafeteria in accordance with rates and procedures established by the Bureau of Training and Education. In these cases, it is incumbent upon personnel to provide information for billing purposes by utilizing the visitors' dining room sign-in sheet.

K. MOBILIZED PERSONNEL

1. Travel Status: Mobilized personnel placed on overnight travel status are required to submit a TEV.
2. Meal Subsistence: Personnel mobilized for operational purposes shall be provided appropriate meals. The appropriate Deputy Commissioner shall determine which of the following methods will be followed for each incident:
 - a. Contracting with a vendor by submitting an Agency Requisition for prior approval in accordance with this regulation.

- b. Reimbursement to personnel utilizing a TEV, provided the amounts **claimed do** not exceed the allowances **established within Management Directive 230.10, Amended.**
- 3. Restrictions: Individuals may be reimbursed only for meals for which they personally made payment.

L. SPECIAL PROVISIONS

- 1. Registration Fees:
 - a. Normally, registration fees will be paid through the **procedures established within this regulation.**
 - b. Only in extenuating circumstances will reimbursement be granted by TEV. When reimbursement of registration is approved by TEV in such extenuating circumstances, a statement certifying that no prior payment was made to the training source must be included, and a receipt along with a copy of the approved Out-Service Training Authorization form must be sent to BCPO.

NOTE: In cases where registration fee payment is due and the approved Out-Service Training Authorization form has not been received, a telephone inquiry may be made to the appropriate Deputy Commissioner's Office where the form was submitted for approval.

- 2. Miscellaneous Expenses: Personnel may be granted reimbursement for miscellaneous expenses, such as telephone and telegraph, registered or certified mail, or gratuity for baggage handling when using public transportation or conveniences (e.g., taxi, limousine, air porter services, portage [bell person] services at hotel, or airport/rail curbside check in) up to \$1.50 per bag or piece of luggage, and money order charges incurred in the course of official business. However, charges for laundry, dry cleaning, alcoholic beverages, or other personal services are not reimbursable. **Tips for meal service are reimbursable, as long as the total meal cost including the tip stays within the limits established by Management Directive 230.10, Amended. Tips for other services are not reimbursable except as noted above.**

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3. Prisoner Expenses: Members are expected to provide themselves with sufficient funds to defray reasonable expenses, including meals, costs of transportation, and any other expenses necessary for safety and routine maintenance of prisoners in their custody. When reimbursement of these expenses is requested, justification including, but not limited to, the name(s) of the individual(s) for whom the expenses were incurred, an explanation of the circumstances, and itemized receipts shall be provided. The Advancement Account shall be utilized to provide funds for prisoner expenses. Advancements for such expenses may be obtained in accordance with this regulation.
4. Expenses Incurred Assisting Other Agencies: Expenses incurred assisting other agencies shall be reimbursed if the expenses are made in accordance with **Management Directive 230.10, Amended.**
5. Municipal Police Officers' Education and Training Commission (MPOETC): BCPO has developed special procedures to allow non-Pennsylvania State Police MPOETC Board/Committee personnel to receive travel reimbursements. BCPO should be contacted to ascertain the latest policy in this regard.